

ANNUAL REPORT MARCH 31, 2008

**AMHERST HOUSING AUTHORITY  
33 KELLOGG AVENUE  
AMHERST, MASSACHUSETTS**

*Jean Haggerty, Chair*

*Peter Jessop, Vice- Chair*

*Steve Rogers, Treasurer*

*Judy Brooks, Assistant Treasurer*

*Joan Logan, Member*

*Donna Crabtree, Executive Director*

**AMHERST HOUSING AUTHORITY  
33 KELLOGG AVENUE  
AMHERST, MASSACHUSETTS 01002**

**ANNUAL REPORT AMHERST HOUSING AUTHORITY**

The Amherst Housing Authority respectfully submits its Annual Report to the citizens of the Town of Amherst, Ms. Tina Brooks, Undersecretary of the state Department of Housing and Community Development, the Secretary's Representative of the U.S. Department of Housing and Urban Development, and State Auditor Joseph DeNucci for the year ending March 31, 2008.

The members and staff of the Amherst Housing Authority reaffirm their continued desire to serve all the citizens of Amherst, including those who reside in the several buildings that the Authority owns and also AHA tenants who reside in privately owned buildings in the Town of Amherst.

Sincerely,

Jean Haggerty  
Chair

## **BOARD OF COMMISSIONERS**

The voters of the Town of Amherst elect four members of the Board at large and the Governor of the Commonwealth of Massachusetts appoints one member. All members serve five-year terms. The members establish policies regulating the operation of the Amherst Housing Authority. Regular Board meetings are held on the fourth Monday in the community room at Ann Whalen Apartments.

Members of the Amherst Housing Authority Board of Commissioners are:

<b>Commissioner</b>	<b>Term Expiration</b>
Judy Brooks	April 2010
Steve Rogers	April 2007, hold over member
Joan Ross Logan	April 2012
Peter Jessop	April 2009
Jean Haggerty	April 2011

Joan Logan was re-elected to the Board at the annual Town election held in April 2007. Judy Brooks and Steve Rogers continue to serve as the Authority's members on the non profit corporation Board, Amherst Affordable Housing Associates, Inc. Peter Jessop is the Authority's appointee to the Town's Community Preservation Act committee.

At their annual meeting in April, Jean Haggerty was elected Chair, Peter Jessop Vice Chair, Steve Rogers Treasurer, and Judy Brooks Assistant Treasurer.

## **AMHERST HOUSING AUTHORITY HIGHLIGHTS**

In June 2007, the Authority approved a 99 year ground lease with Valley Main Street, LLC for the property located on Main Street for the purpose of constructing 11 units of affordable rental housing. Valley Main Street, LLC (comprised of Valley Community Development Corporation and Amherst Affordable Housing Associates) selected Teagno Construction Company to construct the development. The project should be completed by September 2008.

The Authority signed a contract with the Town of Amherst for a Housing Development Support Grant program. Funding will be used to alter the kitchens/electrical systems at Chestnut Court Apartments. Chestnut Court currently has the original kitchens that were constructed in 1962. The Authority anticipates that this project will begin in June 2008.

On July 17, 2007, the Authority obtained permanent financing from the Massachusetts Housing Partnership for the units developed on Tamarack Drive and the units renovated at 99 Bridge Street.

The AHA signed a contract with Langone Utility and Pipeline to upgrade the sewer lift station at John C. Nutting Apartments.

The AHA received a capital grant award from the U.S. Department of Housing and Urban Development in the amount of \$24,633 for improvements at Watson Farms

Apartments. In addition, the Authority signed contracts with the state Department of Housing and Community Development for three additional projects: planning for roof replacement (current roofs are 25 years or older) at Ann Whalen Apartments, Chestnut Court Apartments, Stanley Street, and John C. Nutting Apartments in the amount of \$75,000, rehabilitation of a handicapped accessible unit at Ann Whalen Apartments in the amount of \$50,000, and \$75,000 for rehabilitating a family housing unit on Jenks Street.

The Housing Authority completed its Annual Agency Plan for 2008 with the assistance of a Resident Advisory Committee. The plan includes a mission statement, goals and objectives, and numerous policies and budgets. It is available for public review in the Authority offices, in the Planning Dept. at Town Hall, and in the Jones Library. The Agency Plan was submitted to the U. S. Dept. of Housing and Urban Development (HUD) for approval.

In March, Ms. Eva Schiffer deeded her home at 27 Kendrick Place to the Amherst Housing Authority. Ms. Schiffer will retain use of her home for the rest of her life. The Housing Authority will then sell the property to a municipal employee whose household income qualifies him or her for the home. The property will remain permanently “affordable for municipal employees”.

The AHA continues to improve its existing management, maintenance, and rental assistance programs and to emphasize preventative maintenance.

### ***AMHERST HOUSING AUTHORITY STAFF***

In addition to the actual day-to-day management, maintenance, and administration of the Authority's programs, the AHA staff provides information to the general public and to local and state agencies and boards.

#### **Administrative Personnel**

Executive Director	Donna Crabtree
Housing Manager	Nancy Schroeder
Director of Leased Housing	Debbie Turgeon
Office Manager	Pam Predmore
Program Specialist	Dianne Chamberlain
Bookkeeper	Lowell LaPorte
Housing Clerk	Angela Russell

#### **Maintenance Personnel**

Maintenance Supervisor/Mechanic	Jerry Aldrich
Maintenance Laborer	John Summers
Groundskeeper/Custodian	Dana Glazier

**Contract or Grant-Funded Staff**

Support Service Coordinator  
Fee Accountant  
Counsel-State Programs

Juana Trujillo  
Gary DePace  
Patricia LaFore, Esq.

**AMHERST HOUSING AUTHORITY HOUSING**

<b>NAME OF BUILDING</b>	<b># OF UNITS</b>	<b>FUNDING TYPE</b>	<b>BUILDING NUMBER</b>	<b>DATE OF OCCUPANCY</b>
<b><u>ELDERLY/ HANDICAPPED</u></b>				
Chestnut Court Apts.	30	State	667-1	1962
Ann Whalen Apts.	80	State	667-2	1975
Jean Elder House	23	State-Private	667-3	1980
<b><u>FAMILY</u></b>				
Watson Farms Apts.	15	Federal	085-1	1982
Stanley St.	2	State	705-2	1988
Jenks St.	4	State	705-3	1989
Olympia Drive	4	State	705-1	1992
Fairfield St.	6	State	705-1	1992
Bridge St./Market Hill	6	State	705-1	1992
99 Bridge Street	4	Private	Section 8 vouchers	2003
Tamarack Drive	4	Private	Section 8 vouchers	2006
<b><u>HANDICAPPED</u></b>				
John C. Nutting	5	State	689-1	1981
Moreau House	8	State	698-2	1990

**RENTAL ASSISTANCE PROGRAMS UNDER CONTRACT**

<b>NAME OF PROGRAM</b>	<b>UNITS</b>	<b>TYPE</b>
Section 8 Rental	413	Federal
Mass. Voucher Program	10	State

## **Maintenance/Capital Improvements**

The maintenance staff prepared 22 vacancies for occupancy and completed 686 work orders. The staff also maintains the grounds and buildings at the Authority's thirteen properties.

The Authority completed the following capital improvement projects- rehabilitation of basement and repaving of sidewalks/driveway at 99 Bridge Street, drainage upgrades at Chestnut Court Apartments.

## **Management**

The Authority maintained 6 waiting lists and processed 532 new applications during the year. AHA staff processed 184 income recertifications, signed leases with 22 new households residing in AHA-owned property, and conducted 165 unit inspections.

Two new policies were approved by the Board of Commissioners; Violence Against Women Act policy and a Biennial Recertification policy for the 667 state-funded developments.

The Authority, as a member of Power Options Consortium, signed a three year contract for electricity with Direct Energy Services, LLC.

## **Rental Assistance Programs**

The AHA administers three rental assistance programs: the Section 8 Housing Choice Voucher Program funded by the U.S. Department of Housing and Urban Development (HUD, the Massachusetts Rental Voucher Program (MRVP) and the Alternative Housing Voucher Program (AHVP,) both funded by the Department of Housing and Community Development. Both programs permit eligible households to occupy privately-owned units. The Authority pays part of the monthly rent directly to the owner. Over 120 local owners participate in the programs. The Authority received authorization for 4 additional vouchers under the MRVP Program from the Department of Housing and Community Development.

AHA staff issued 43 Section 8 Housing Choice vouchers, completed 776 income recertifications and leased 35 new families on the program. The Authority also issued 5 MRVP vouchers and completed 5 MRVP and AHVP income recertifications.

448 housing inspections were completed during the year. These inspections included annual, move-in, and special inspections of units leased through the Section 8 and conventional housing programs.

The Authority completed a market rental survey which was submitted to HUD; based on the survey, the AHA received permission for an increase in the Fair Market Rents levels for the Section 8 Program.

## **Resident Services**

The Support Service Program, through its Coordinator, arranges for counseling, individual assessments, support, and crisis intervention to elderly/handicapped residents. The program also provides a number of educational forums for residents.

Ann Whalen Tenant Organization expanded its Wellness Program and received permission to use a vacant apartment for resident activities related to this program. The program is administered in collaboration with the nursing department at the University of Massachusetts. The Organization also continued a program that provides a healthy breakfast for residents of Ann Whalen. Two Ann Whalen residents, Jean Haggerty and Clemencia Robles are now involved with the Senior Community Services Program and provide a wide variety of services and educational programs to tenants.

In February, the Authority sponsored a luncheon in appreciation of residents who volunteer their time at the Authority's office or developments.

A number of tenants at Chestnut Court and Ann Whalen Apartments are very active in gardening. They have provided many hours of labor enhancing the landscape with flowers and shrubs at both developments.